



OFFICES TO CONTACT WHEN STARTING A NEW BUSINESS

<http://MeckNC.gov/taxes>

When starting a new business, a prospective owner should contact the appropriate offices for the reason stated.

The list below is not all inclusive

Sole Proprietorship, General Partnership	Corporation, LLC, LLP
Register of Deeds 720 E. Fourth Street Tel: (980) 314-4900 Hours: 8:30 a.m. to 4:30 p.m. To register an assumed name. (G.S. 66-68)	North Carolina Secretary of State– Corporations 2 S. Salisbury Street Raleigh, NC 27601-2903 Tel: (919) 814-5400 – Hours: 8:00 a.m. to 5:00 p.m. To create a corporation, limited liability company, or a limited partnership.
Business Tax Collections Beer and Wine License, Taxi Cab License, Prepared Food & Beverage Tax, Room Occupancy Tax, NASCAR Hall of Fame Occupancy Tax, Vehicle Rental Tax, U-Drive-It Tax, Heavy Equipment Tax, and Garage/Attic Sale License 3205 Freedom Drive, Suite 3000, Charlotte, NC 28208 Tel: (704) 432-4200 or 311 – Hours: 8:00 a.m. to 5:00 p.m.	
Zoning Department 2145 Suttle Avenue, Charlotte, NC 28208 Tel: (704) 336-7600 or 311 – Hours: 8:00 a.m. to 5:00 p.m. All businesses must receive zoning approval if located in the city limits of Charlotte.	
Internal Revenue Service Tel: (800) 829-1040 – Hours: 7:00 a.m. to 7:00 p.m. To obtain a Federal Tax Identification/Employer Identification Number.	Assessor's Office – Business Listing 3205 Freedom Drive, Suite 3500, Charlotte, NC 28208 Tel: (704) 314-4226 Hours: 8:00 a.m. to 5:00 p.m. All businesses must list property for personal property tax in January each year.
N.C. Department of Revenue 301 McCullough Drive, Suite 300 Charlotte, NC 28262 Tel: (704) 519-3000 (Option 2) – Hours: 8:00 a.m. to 5:00 p.m. To obtain a state sales tax number and/or a state privilege license.	Environmental Health 3205 Freedom Drive, Suite 8000, Charlotte, NC 28208 Tel: (980) 314-1620 – Hours: 8:00 a.m. to 5:00 p.m. To obtain a sanitation permit for the sale of food items.
Mecklenburg County ABC Board 3333 N. Tryon Street Charlotte, NC 28206 Tel: 704-731-5900 – Hours: 8:00 a.m. to 4:00 p.m. Alcohol Law Enforcement Raleigh For Appointment Call (919) 779-0700 Alcohol and Beverage Commission (A.L.E.) (ABC) permit required for the sale of alcoholic beverages.	Charlotte Fire Department – Inspections (for property located within city limits) 500 Dalton Avenue, Charlotte, NC 28206 Tel: (704) 336-2101 – Hours: 8:00 a.m. to 5:00 p.m. Mecklenburg County Fire Marshal's Office - Inspections (for property located outside city limits) 2145 Suttle Avenue, Charlotte, NC 28208 Tel: (980) 314-3070 – Hours: 8:00a.m. to 5:00 p.m. Businesses need fire inspection to ensure compliance with fire codes for businesses located inside/outside Charlotte City limits.
Charlotte Mecklenburg Police Department – Crime Prevention Unit 601 E. Trade Street, Charlotte, NC 28202 Tel: (704)-336-7600 or 311 – Hours: 8:00 a.m. to 5:00 p.m. To distribute CMPD numbers to contact owners in case of emergency.	Mecklenburg County – Solid Waste Office 2145 Suttle Avenue, Charlotte, NC 28208 Tel: (980) 314-3867 – Hours: 8:00 a.m. to 5:00 p.m. To ensure business is in compliance with the Source Separation ordinance (recycling cardboard and office paper).